

Careers Education, Information, Advice and Guidance

Careers and Enterprise

The TWGGS careers department - known as TWGGS Futures - provides access to impartial careers education, information, advice and guidance (CEIAG) to all TWGGS pupils from Year 7 to Upper Sixth Form. Pupils are supported to make informed choices and decisions about their future, develop skills, knowledge and experience to enable them to enter and be successful in the world of work and their future lives. The school coordinates work-related learning opportunities including work experience and employer links, to ensure pupils receive current, up to date information and experiences of work.

Careers work is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, PSHE, equal opportunities, health and safety, and special needs, linking with the whole school development plan. TWGGS is working towards being assessed for the Quality in Careers Standard licensed by Investor in Careers.

Pupil Entitlement

Pupils must continue with some form of accredited studying or learning while in education, training or employment until they are 18 years old. The Careers programme is designed to meet the needs of all pupils at TWGGS regardless of race, gender, disability, sexual orientation and religion. Pupils are entitled to CEIAG that is impartial. We aim to prepare each pupil to aspire to and fulfil their career aspirations, supported by:

- o Clear and impartial information, advice and guidance;
- o Clear impartial advice and information about all the options available so that informed choices and decisions can be made;
- o Qualified people to help with decision making on the most appropriate further education, higher education, technical education qualifications, apprenticeships, training or employment;
- o Appropriate and relevant advice and guidance to help make choices and seek to develop a career plan for the future;
- o A programme of careers education to help identify and develop skills and qualities to support the transition from school into the world of work and/or further learning; there is the opportunity to be involved in decision making, learn about the world of work, experience the world of work, and develop independent learning skills

Please see Appendix 2 for provider access.

Careers Education

- ▮ includes self-development, career exploration and career management enabling pupils to make informed choices and decisions about their future and gives information and advice on further and clear decisions about higher education, apprenticeships and employment
- ▮ is delivered through PSHE lessons, Form Time, the taught curriculum, advisory sessions, group and one-to-one sessions, and careers events such as National Apprenticeship Week, National Careers week and the biannual Careers Fair, and support for option choices and work experience.
- ▮ The lunchtime talk programme and other employer visits support the careers education programme

Careers Information

The careers section of the library contains regularly updated materials for researching different career information including books, leaflets, magazines, college prospectuses, university open days, job vacancies and careers software packages.

Impartial Careers Advice and Guidance

One-to-one interviews offer the opportunity to discuss ideas, find out more information and develop an action plan to help make informed decisions about career pathways. All pupils in Year 11 are offered a one to one interview with the Independent Careers Adviser. The information from the interviews is passed to Lower Sixth tutors to enhance their one to one interviews with the pupils when they arrive in the Sixth Form.

Work Experience

Pupils attend formal work experience in Year 11 after GCSE examinations.

Sixth Formers are expected to arrange their own work experience, but can call upon the help of the Careers Co-ordinator, and other staff members.

All work experience is coordinated through the Placements Tool on Unifrog.

Employer Links

The school is proactive in developing employer and community links, working closely with our Enterprise Adviser, and the Careers And Enterprise Company. The programme of lunchtime and virtual talks and many PSHE lessons provide opportunities to invite outside employers and Further and Higher Education providers into school. In addition, some of the Lower Sixth pupils take part in the Young Enterprise Scheme, and Y10 pupils have an Enterprise Day run in-house.

Implementation

Careers education is delivered as an integral part of the curriculum, across a wide variety of subjects. Please see the CEIAG Plan in Appendix 1 which identifies stand-alone careers education

Management:

Mrs Katie Marchant, Headteacher, has overall responsibility for the CEIAG programme within the school, which is delegated to Mr Richard Smith, Deputy Headteacher.

Staffing:

Mr Richard Smith, Deputy Headteacher, has careers oversight; Miss Rebecca Smith is Careers Lead; Dr Sophie Blanch, Deputy Headteacher, is the UCAS Coordinator, overseeing the Apply process for Upper Sixth pupils, with the Director of Achievement Sixth Form, Mrs Mercedes Davis. They also organise information and support meetings for those pupils who are applying for Oxbridge and/or to study Medicine, Dentistry, or Veterinary Medicine/ Science.

Mrs Zoe Dawson, Careers Coordinator, supports the coordination of the careers programme and is responsible for any administrative work for CEIAG within the school, including keeping the careers resources updated.

Mrs Bridget Elinson, the independent Careers Adviser, visits the school on a Tuesday most weeks and provides external independent advice and guidance

Work Experience placements for Year 11 and Sixth Form pupils are coordinated by Miss Rebecca Smith. Ms Nicola Hogben, Director of Achievement KS4, plans and organises Enterprise Day for Year 10.

Mr Alex Cobbold is the link governor for Careers and fulfils a supporting and monitoring role for the careers work in school

All teaching staff members contribute to careers education and guidance through their roles as tutors and subject teachers.

Specialist sessions are delivered by external agencies, and by the Independent Careers Adviser, organised by the Careers Coordinator.

Appendix 1: Careers Education, Information, Advice and Guidance Plan 2023-24

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities to be navigated is more complex and more challenging than that faced by previous generations. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study. TWGGS is committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for all pupils in Years 7 to 13. CEIAG is an integrated part of all subject areas. This includes skills for life such as self-awareness, decision-making, problem-solving, opportunity awareness and transition skills. The school is also committed to developing employability skills and ensuring pupils are well-equipped for the current and future labour market. All staff at TWGGS play an active role in preparing pupils for their next steps and future employment through Form Time, PSHE, subject lessons and a structured careers programme delivered via Unifrog.

Careers education does not just mean informing pupils about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within the school, how those options might affect their choices on leaving school, and which career pathways will become available to them. By helping pupils with decisions at crucial stages, informing them of all their options, and introducing them to the world of work, we aim to prepare them for life after school, on whichever path they choose. The TWGGS CEIAG Plan sets out how the school intends to provide a structured careers programme with the available resources, which will provide our pupils with the knowledge, inspiration and ability to take ownership of their own career action plans and enable them to enter, and be successful in, the world of work and their future lives.

The school CEIAG Plan is based on the Department for Education documents:

1. "Careers Strategy: Making the Most of Everyone's Skills and Talents" - December 2017

2. "Careers Guidance and Access for Education and Training Providers" - September 2022

The CEIAG Plan links to the Personal, Social, Cultural and Economic Education (PSHE) Policy

Gatsby Benchmarks

The Gatsby framework provides guidance for schools in improving their careers provision. The eight Gatsby Benchmarks of Good Career Guidance are:

1. A stable careers programme	Every school and college should have an embedded programme of careers education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment, and the skills that are valued in the workplace. This can be through a range of

	enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experience of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

Pupil Entitlement

We aim to prepare each pupil to fulfil their career aspirations, supported by:

- Clear and impartial information, advice and guidance
- Clear impartial advice and information about all the options available so that informed choices and decisions can be made
- Qualified people to help with decision making on the most appropriate further education, technical education, higher education, training or employment
- Appropriate and relevant advice and guidance to help make choices and seek to develop a career plan for the future
- A programme of careers education to help identify and develop skills and qualities to support the transition from school into the world of work and/or further learning
- Personal support and information on progress

There is the opportunity to:

- Be involved in decision making
- Learn about the world of work
- Experience the world of work
- Develop independent learning skills

Unifrog was introduced in September 2022 and is the school's chosen portal for careers delivery, embedded into careers education for all pupils, staff and parents. Pupils build their careers portfolio throughout their time at TWGGS, helping to support them make well informed decisions about their futures. Staff use Unifrog to deliver careers education through Form Time, PSHE, and subject lessons. The UCAS program is delivered via Unifrog, with pupils developing their university choices and future interests from the beginning of Year 12. Parents will be able to see the child's careers profile on Unifrog to support parental engagement with their future choices.

Unifrog allows the school to track every pupil's career profile. This will help to support pupils on an individual basis, guiding them towards the best careers advice, materials, work experience and virtual opportunities.

Year 7 and Year 8

- Pupils use Unifrog to build the Interests Profile to steer them towards careers of which they may be interested.
- They conduct Unifrog careers library "Treasure Hunts" to explore the enormous variety of material available on Unifrog.
- Through Form Time and PSHE sessions, pupils are encouraged to identify personal traits, strengths and skills and develop confidence and high expectations, and are introduced to the 'world-of-work'.
- Pupils have optional access to the Independent Careers Adviser via drop-in sessions

- Pupils are encouraged to make the most of all opportunities offered to them e.g. taster sessions, lunchtime talks, specific events eg. creative careers days

Year 9

- Pupils deepen their interests, exploring future career paths and virtual opportunities to help achieve their goals.
- Pupils are introduced early to GCSE options, building on knowledge developments from the end of Year 8. They use Unifrog as a guide to how subjects affect their future options.
- Pupils have optional access to the Independent Careers Adviser via drop-in sessions
- Pupils are encouraged to make the most of all opportunities offered to them e.g. taster sessions, lunchtime talks, specific events e.g. creative careers days.

Year 10

- Pupils begin to explore post-16 options, including apprenticeships and T Levels.
- Pupils begin CV and personal statement writing
- Economic awareness is developed during tutor time and assemblies
- All pupils take part in an Enterprise Day working in small teams to solve business challenges as part of their Enterprise Education. Pupils work with representatives from local and national businesses who set challenges and tasks designed to encourage investigation and decision making
- Unifrog is used to develop personality profiles for pupils, a step on in terms of detail from the interests profiles of KS3.
- All pupils are offered a further opportunity to undertake a personal profiling assessment (Morrisby Profile) to help them identify their strengths and weaknesses for the future and to explore appropriate career choices.
- Pupils are encouraged to make the most of all opportunities offered to them eg taster sessions, lunchtime talks, specific events eg Oxbridge prep, applying for medicine, creative careers days

Year 11

- Pupils are encouraged to consider all their options including further study in Sixth Form, FE colleges, Technical Education, apprenticeships/traineeships, and helped with post-16 choices and applications
- Pupils are assisted and encouraged to have a completed CV and personal statement
- Pupils delve into the subject libraries on Unifrog to help further key interests and support choices for post-16 options.
- Pupils have a one to one interview with the Independent Careers Adviser offering the opportunity to discuss ideas, find out more information, and develop an action plan
- Pupils are kept up to date with post-16 deadlines, and are encouraged to use careers resources to find out about specific course and careers
- Pupils are encouraged to make the most of all opportunities offered to them eg taster sessions, lunchtime talks, specific events eg Oxbridge preparation, applying for medicine, creative careers days

Sixth Form

- Pupils are encouraged to make the most of all opportunities offered to them eg PSHE lessons, taster sessions, lunchtime careers talks, specific events eg Oxbridge preparation, applying for medicine, creative careers days and encouraged to use careers resources available in the school library and careers room and informed where to find out more about specific courses/careers.
- Pupils are kept up to date with post-18 deadlines, and are encouraged to use careers resources to find out about specific course and careers
- Pupils are encouraged to attend university open days, mock interviews, careers interviews and meet potential employers to discuss future options.
- Pupils are supported in doing voluntary work and in arranging appropriate work experience
- Pupils learn how to manage a career in terms of progression, budgeting and planning for the future.
- Pupils should start to understand how world of work is changing and how to use labour market information
- Pupils are supported in writing their personal statement
- Pupils are supported closely through their applications to university whether that be through the UCAS system, or by direct application
- They are encouraged and supported through their applications for technical education and apprenticeships, and helped to plan a gap year where applicable

- Pupils have optional access to independent and impartial adviser via drop-in session

[The TWGGS Futures Scheme of Work for 2023/24 can be found here.](#)

Impartial Careers Information

The careers department resources are located in the library in the main building and provide access to careers information for researching different career pathways. Pupils have access to a variety of information and opportunities through the TWGGS Futures Google Classroom, plus a variety of books, leaflets and posters, magazines, college/university prospectuses and job vacancies, available in the library. Unifrog provides excellent, up to date information and careers advice for pupils and parents across an enormous range of jobs and career paths.

Miss Rebecca Smith - Careers Lead - careerslead@twggs.kent.sch.uk

Mrs Zoe Dawson – Careers Coordinator careers@twggs.kent.sch.uk	Mrs Bridget Elinson – Independent Careers Adviser bridget.elinson@twggs.kent.sch.uk (weekly)
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Careers Education

- Includes self-development, career exploration including understanding of labour market information and career management, enabling pupils to make informed choices and decisions about their future and gives information and advice on further and higher education, apprenticeships, and employment.
- Is delivered through the curriculum, assemblies, group and one-to-one sessions, and specific events, and includes support for option choices and work experience.
- Employer talks and visits support the careers education programme.

Careers Advice and Guidance

- All Year 11 pupils have a one-to-one interview with the Independent Careers Adviser offering the opportunity to discuss ideas, find out more information, and develop an action plan. In addition, all pupils are offered optional access to the Independent Careers Adviser via drop-in sessions
- All Sixth Form pupils have a one-to-one interview with the Director of Achievement Sixth Form in each year to discuss future plans and goals and to track progress. In addition, all pupils are offered optional access to the Independent Careers Adviser via drop-in sessions
- Teachers/tutors offer advice within their subject areas.

Work Experience

Pupils are expected to attend a one week work placement in Year 11 which is, as far as possible, related to their career interests and aspirations. However, we recognise the value of work experience, even if it is not directly related to the pupil's career plan. Vital employability skills can be learnt on any placement. The placement supports pupils to explore career pathways to ensure they make informed decisions when deciding on their Post-18 options. However, the school recognises that many pupils may prefer virtual work experience opportunities that link to their future aspirations, and these are a viable alternative to an in person work placement.

TWGGS encourages Sixth Form pupils to engage in voluntary work, and to arrange work placements/Insight days, which support their academic studies.

Miss Rebecca Smith – Careers lead and Work Experience Coordinator careerslead@twggs.kent.sch.uk

Employer Links

We are proactive in developing employer and community links, supported by the Careers & Enterprise Company, PathwayCTM, and our Enterprise Adviser. We have particularly strong links with local firms: AV Trinity, AXAPPP, AXA Global Healthcare, Cripps, and Buss Murton Law. Our Careers link Governor is Alex Cobbold. We run a TWGGS LinkedIn page and encourage strong links with our alumni.

<https://www.linkedin.com/school/tunbridgewellsgirls'grammarschool/about/>

Evaluation

Pupils and staff are asked to evaluate all CEIAG activities and provide feedback which is used to inform the planning of events for the next academic year.

The Gatsby Benchmark Compass Tool is used to evaluate the success of the overarching Careers Plan. A full review of our CEIAG programme, using the Compass Tool, is completed each full term.

TWGGGS is working towards the Quality in Careers Standard with Investors in Careers, supported by TrustCareers
[TWGGGS Impact Evaluation Statement can be found here.](#)

Delivery Partners:

	Provide our mentor for the Quality in Careers Award.
 	Linking pupils to local employers and the workplace through tailored support from a trained Enterprise Coordinator at the Kent and Medway Careers Hub.
	Provide support to Sixth Form pupils linking them to apprenticeship employer and insight training day to improve the employability, career prospects and lives of school leavers.
	Not our Enterprise Adviser, but the relationship with AV Trinity facilitates employer encounters with pupils at TWGGGS in the shape of work place visits, inspirational talks, work placements, mock interviews, networking etc. Trinity AV employ a higher than usual number of women by the usual standards of the sector and are keen to inspire more women.
	InvestIN, provide immersive work experience opportunities and PSHE sessions covering employability skills.
	Medic Mentor Education provide funded places on medical programmes for Key Stage 5 and Key Stage 4 pupils.

Examples of lunchtime and Careers Fair talks delivered at TWGGS 2020-2024



2023 - 24 Fiona Chamberlain Legal Apprenticeships with Cripps

Dr Joanne Gosling Business Degree Apprenticeships - the nature of a degree apprenticeship
Natasha Ahmed Degree Apprenticeships with Mondelez International
Ema Saunders Apprenticeship opportunities with Savills
Sarah Wayt British Airways Pilot
Charles Bailey NHS Consultant
James Dyer Digital Editor in Chief for Empire Magazine - website design and journalism.
Justin Quin Musician, composer and producer
Kayleigh Knight Marketing and Social Media
Liam Drew Research Scientist and Scientific Writer
Karin Gionnone BBC TV Journalist, reporter and presenter
Alan Woods Visual Effects Industry
Kate Webber Women in Finance - founder of Women in Asset Servicing
Salma Naseem Women in Surgery
North Kent College T Levels and Vocational Opportunities
Alistair Campbell Careers in Politics

2022-23 Professor David Armstrong Medical Research

Elle Ayton Working Overseas & Graduate Recruitment
James Bridge AXA Insurance
Rebecca Clark Veterinary Medicine
Dr Helen Creed General Practice Medicine
Vikki Dean Psychology & Diplomacy
Tracy Gough International Development
Raghunathan Hari Dentistry
Juliet Hutchinson Economist in Central Government
Tara De Linde Architecture & Sustainable Development
Karen Lomax Managing Director at HSBC
Peter Maskell Medicine & NHS Careers
Tom Pridmore Human Resources
Becky Puckett Occupational Therapy
Sir Matthew Rycroft Civil Service Careers
Parizan Trewin Accountancy & Audit
Alison Wood Cyber Reinsurance
Wenqui Xie & Ian Hyland Optometry

2021 - 22 Anna Davidson "A Career in Book Publishing"

Police Drop In Session
Olivia Marks, Features Editor at British Vogue
Framestore, 'Creating Visual Effects'
KMT, "Teacher training"
TWGGS Careers Prefects, "Part - time jobs"
Ella Shamwana "A Career in Graphic Design"
The Eye, Vision and Colour' by Nicki Perry GP

2020 - 21 Katie Smith "Working at Number 10, A Career in the Civil Service" - virtual

Lisa Grant "Choosing a career that truly works for you" - virtual
Rebecca Shaxted "ASK - Amazing Apprenticeships" - virtual
Lily Montague "Creative Computing" - virtual
Dr Cliffe "A Career in Psychiatry" - virtual
Layla Sousou "A Career in Law" - virtual
Independentgapadvice "Gap Year Advice" - virtual
Recent Old Girls The Oxford Application Process and Q + A - virtual (Sixth Form)

Appendix 2: TWGGS Policy Statement on Provider Access

Introduction:

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider).
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#). Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Amazing Apprenticeships
Runway
KMT

Destinations of our pupils

Last year our year 11 pupils moved to the following providers:

Apprenticeships: 0%

Colleges (including Hadlow College, Hastings College, North Kent College, Plumpton College): 0%

Other sixth forms: 17.3%

TWGS Sixth Form: 82.2%

Other destinations: 0.7%

Last year our year 13 pupils moved to a range of providers after school:

Apprenticeships: 1.5%

Colleges: 0%

Employment: 1%

University: 87.2%

Gap year: 9.8%

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Mrs Zoe Dawson, Careers Coordinator, School Tel: 01892520902,

Email careers@twggs.kent.sch.uk

Or

Miss Rebecca Smith, Careers Lead

Email careerslead@twggs.kent.sch.uk

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Coordinator or Careers Lead to identify the most suitable opportunity for you.

Year Group	Focus	Term
8	Careers in technical qualifications	Summer term.
9	What is an apprenticeship?	September targeted at open evening date
10	What are T Levels and where can they take me in the future?	September targeted at open evening date
11	What is a degree apprenticeship and how to apply?	September targeted at open evening date
12	Exploring post-18 options for technical qualifications	All through Y12
13	Individualised support dependent on pupil future choices.	From September

Premises and facilities

The school will make the Hall, Performing Arts Centre or classrooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available audio-visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Area, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk or <https://www.careersandenterprise.co.uk/contact-us/>